



LYCEUM OF SUBIC BAY

LOT 73 CENTRAL BUSINESS DISTRICT
SUBIC BAY FREEPORT ZONE

www.lsb.edu.ph

FACULTY MANUAL



TABLE OF CONTENTS

CONTENTS	PAGES
Foreword	
Lyceum of Subic Bay History	
Lyceum of Subic Bay Emblem	
Lyceum of Subic Bay Hymn	
Lyceum of Subic Bay Mission, Vision, and Value	
Glossary of Terms	
Faculty Personnel Policies	
<ul style="list-style-type: none">• Recruitment , Selection and Appointment• Classification and Ranks• Tenure• Teaching and Work Load• Deloading• Compensation• Promotion and Reclassification• Academic Freedom• Professional Development• Attendance• Evaluation• Physical and Medical Examinations Separation• Separation	
Faculty Duties and Responsibilities	
<ul style="list-style-type: none">• General and Specific Functions of Department Heads/Coordinators• General and Specific Functions of Faculty Members	
Faculty Rights and Benefits and Privileges	
<ul style="list-style-type: none">• Rights• Privileges and Benefits	
Discipline	
Complaints and Grievance Procedure	
Effectivity and Reservation Clauses	
Annex A-Academic Policies and Guidelines	

FOREWORD

The Lyceum of Subic Bay Faculty Manual defines the role of academic teaching in the fulfillment of the institutional vision and mission. It shall serve as the basis and reference on faculty policies, rules and regulations, rights and privileges, as well as sanctions for infractions done.

Faculty members therefore, are expected to abide by the provisions of this Manual, for the efficient and effective service delivery to all clients of the institution, and for the maintenance of cordial, harmonious and highly professional relationships between and among students, peers and superiors.

LYCEUM OF SUBIC BAY HISTORY

Lyceum of Subic Bay is a non-stock, non-profit educational institution located at the heart of the Subic Bay Freeport Zone. It was established in 2003.

During its first year of operation, the institution was registered with the Securities and Exchange Commission (SEC) as the National College of Science and Technology (NCST), with Mr. Alfonso E. Borda as Founding President and CEO. As the school grew, it began to attract more enrollees from Olongapo, Zambales, Bataan, Pampanga and other nearby areas. As a result, its Board of Trustees saw fit to adopt a more appropriate name for the institution. In April of 2005, the school's name was changed to Lyceum of Subic Bay, Inc.

Lyceum of Subic Bay is currently engaged in the development and expansion of its existing course offerings. It is also constantly upgrading its facilities to support its various programs. Furthermore, the school is promoting a dual training program through close linkages with the industrial sector, where students are simultaneously exposed to both academic and actual work environment that will equip them with employable skills, work knowledge and positive work values.

LYCEUM OF SUBIC BAY EMBLEM

The emblem of the Lyceum of Subic Bay is an epitaph of the institution's educational philosophy.

First Quadrant – Represents the family as the most important social institution and considered the heart of society. It forms the main strand – the moral, the social and the political fiber of the youth.

Second Quadrant – The book and torch is an embodiment of the intellectual pursuit that the institution commits and upholds itself to. The book represents endless possibilities for learning, while the torch symbolizes a fervent passion for achievement and excellence.

Third Quadrant – The industrial wheel and light represent the industry and linkages that bind the institution for possible employment of its graduates.

Fourth Quadrant – The high structural building encompasses the end goal of Lyceum education – to produce well rounded individuals who shall form part of the workforce locally and globally.

LYCEUM OF SUBIC BAY HYMN

The Lyceum of Subic Bay Hymn is the patronal song for the institution. Sacred and revered, the LSB Hymn is always played in all important affairs, events or occasions in school. Students are required to sing it proudly, standing at attention. Further the LSB Hymn inspires all Lyceans to inculcate the best values of life and imbibe the spirit of unity and teamwork being taught in this institution.

Dear Alma Mater

Here to give you thanks

The wonders of your knowledge

The greatness of your wisdom;

Molding beautiful minds

Changing pliable lives

Responding creatively

To the global economy

Fearless we shall ever be

Lyceum of Subic Bay

To thee grateful we will be

Your commitment to perfection

Shaped us with distinction

Building our dreams and destiny

Inspire us with your courage

Your wisdom to believe

To serve and love my country

To fear and honor God

*March on March on students of
Lyceum Uphold the mission*

Fulfill the vision

Spread your wings

Soar to the heavens

And brighten the world

With your torch of excellence

We're standing tall and strong

With your torch a blazing

Shining with excellence

For a new day is dawning

Embracing a life of change

Bright hope is beaming

Achievers with confidence

Giving honor and power

To your good name forever

LYCEUM OF SUBIC BAY VISION, MISSION, AND CORE VALUES

Vision. To be an institution where education contributes to the empowerment of students, impacting change for responsive, national and global developments.

Mission. The fulfillment of our vision is inspired by our passion for educational excellence producing well-rounded and productive individuals, enriching the quality of life for a better world for the now generation.

Core Values

Excellent and Dynamic Services. We commit to excellence in the performance of our services through dynamic educational programs and modernization of resources for global competitiveness.

Educational Partnership. We enter into a sustainable alliance with earnest parents and zealous learners, creating a community of responsible partners in nation building.

Human Resource Development. We equip and empower our human resource through continuous training for personal and professional development, creating a workforce responsive to the demands of changes and innovations.

Moral and Spiritual Leadership. We pursue moral and spiritual leadership inspiring students to embrace our core values anchored in the unchanging truth of the Word of God.

GLOSSARY OF TERMS

Academic Freedom. This is a freedom to teach and learn without interference , as long as the same conforms with the school policies, rules and regulations.

Academic Personnel. Those who are formally engaged in actual teaching or in research assignments.

Academic Non-Teaching Personnel. Those who perform administrative functions, but who may not be directly engaged in teaching and research, but are given faculty ranks in view of the nature of their job which affects teaching and learning. This includes the College Guidance Counselor, Librarian and Registrar. In view of their instructional functions, they are given faculty status and shall enjoy the same benefits and privileges as those enjoyed by the academic faculty. They shall render at least forty (40) hours of service a week.

Due Process. This is an adequate procedural system employed/observed before a decision/conclusion is reached.

Faculty. This is a collegial body of degree holders and professionals engaged in teaching, research, and extension services in an educational institution.

Faculty Rank. This is the classification of faculty members into Professor, Instructor and Lecturer and their corresponding ranks.

Full Time Faculty. This is one who possesses the academic requirements prescribed by CHED and TESDA and carries a normal load of 24 units and renders a 40-hour/week duty to the school, which includes consultations with students, preparation of instructional materials, conduct of research and extension services.

Institutional Policies and Rules. These refer to the standards and procedures prescribed by the school for the internal governance of its operation.

Part Time Faculty. This is one who carries a teaching load less than the minimum normal requirement prescribed and who may have other employment outside of LSB.

Performance Evaluation. This is the assessment of faculty performance for a particular term as rated by students, peers, and superiors.

Promotion. This is the advancement of an employee from a lower to a higher position with an increase in duties and responsibilities, usually accompanied by an increase in salary.

Regular-Faculty. This is one who has met the criteria for permanency as prescribed in the Manual of Regulations for Private Schools and the LSB personnel policies on tenure.

Tenure. This refers to the term or period incumbency to a particular position.

I. FACULTY PERSONNEL POLICIES

A. Recruitment, Selection and Appointment. Recruitment of faculty members at Lyceum Subic Bay shall be limited to those who meet the minimum standard requirements for the position. Applicants shall undergo the following procedures:

1. Submit complete credentials
2. Credentials to be submitted to the HR Department to include:
 - a. Bio-data/Resume
 - b. Transcript of Records
 - c. diploma
 - d. Certificate of Teaching Relevant Experiences
 - e. Certificate of Awards/Recognition
 - f. Government Licenses
 - g. Certificate of Trainings/Seminars Attended
3. Psychological Test – to be administered by the Guidance Counselor
4. Initial Interview
5. Demonstration Teaching
6. Final Interview and Deliberation by the Academic and Evaluation Council
7. Recommendation of Appointment to the President – for the position of Department Heads or Coordinators
8. Recommendation of Appointment to the Department Heads or Coordinators
– for the position of faculty members
9. Submission of the following documents upon hiring:
 - 9.1 Certificate of clearance from money or property accountabilities from previous employer
 - 9.2 Three (3) ID size pictures
 - 9.3 Medical exam results and Drug test result
 - 9.4 Copy of marriage contract (if married)
 - 9.5 Birth Certificate
 - 9.6 NBI or Police Clearance
 - 9.7 Undertaking for master's degree within the 3-year probationary period, if not a full masterate.
 - 9.8 SSS, PhilHealth , Pag-ibig and Tax Identification Numbers
10. Issuance of Appointment reflecting status and tenure of employment, faculty rank and salary rate.
11. Orientation of new hires by the HR Department.

B. Classification and Ranks

The members of the faculty are classified as follows:

1. Full-time Faculty – is one who possesses the academic requirements prescribed by CHED and TESDA and carries a normal load of 24 units and 21 units for Engineering faculty and renders a 40-hour/ duty to the school, which include consultation with students, preparation of institutional materials, research and extension services.
2. Part-time Faculty- is one who carries a teaching load less than the minimum normal requirement prescribed and who may have other employment outside of LSB.
3. Regular/Permanent Faculty – is one who has met the criteria for permanency as prescribed in the Manual of Regulations for Private Schools and the LSB personnel policies on tenure.

Ranking of faculty members shall be based on educational qualification, teaching experiences, relevant trainings and **PLUS FACTORS** such as: **excellent/outstanding performance evaluation rating** and **awards/recognition from national or international agencies and professional organizations/bodies.**

Position classification and academic ranks and attending qualification requirements of faculty member shall be as follows:

FACULTY RANKING

FOR DEPARTMENT HEADS AND COORDINATORS

I. EDUCATIONAL QUALIFICATION/ATTAINMENT 50 pts.

Completed Doctoral Degree	50
Completed Academic requirements for Doctoral Degree	46
Completed 18 Doctoral units	42
Completed 12 Doctoral units	38
Completed 6 Doctoral units	34
Master's Degree completed	30
Completed Academic requirements for Master's Degree (additional 15 points for double Master's degree holder)	24
Completed 36 Master's Degree Units	20
Completed 27 Master's Degree Units	16
Completed 18 Master's Degree Units	12
Completed 9 Master's Degree Units	8
Baccalaureate Degree	4

II. WORK EXPERIENCE 25 pts.

Teaching Industry Experience outside LSB = 0.5 pt. For every year of service
 Teaching Industry Experience with LSB = 1.0 pt. For every year of service/0.5 for part time

III. EXAMINATIONS/CERTIFICATIONS**15 pts.**

LICENSURE EXAMINATION (Board/Bar/LET)
 *plus 15pts for every board exam passed

15

TESDA CERTIFICATIONS

TESDA Assessor NC 4	8
TESDA Assessor NC 3	6
TESDA Assessor NC 2	4
National Certification (NC) IV	7
National Certification (NC) III	5
National Certification (NC) II	3

CISCO CERTIFICATIONS

Level 4	10
Level 3	7
Level 1 & 2	5

OTHER CERTIFICATIONS

FINEX	7
Career Service Professional	4
Microsoft Certifications / Oracle Certification	3

*Maximum of three (3) certifications each year every re-ranking period.

IV. ACHIEVEMENT**10 pts.**

Publications/International Research Presented	10
Honors(Latin)/Awards/Research Presented	5
Awards Received	
International	5
National	3

CATEGORY	RANK	POINTS	SALARY GRADE	RATE/ HOUR
ASSISTANT INSTRUCTOR	1	4	11,000	110
	2	5-20	11,500	115
INSTRUCTOR Note: CAR	1	21-25	12,000	120
	2	26-30	13,000	130
	3	31-35	14,000	140
	4	36-40	15,000	150
Full-fledged Masterate ASSISTANT PROFESSOR	1	41-45	16,000	160
	2	46-50	17,000	170
	3	51-55	18,000	180
	4	56-60	19,000	190
At least 15 Doctoral units ASSOCIATE PROFESSOR	1	61-65	20,000	200
	2	66-70	21,000	210
	3	71-75	22,000	220
	4	76-80	23,000	230
Full-fledged Doctorate PROFESSOR	1	81-85	24,000	240
	2	86-90	25,000	250
	3	91-95	26,000	260
	4	96-100	27,000	270

Academic Non-Teaching Personnel shall include the **College Guidance Counselor, Librarian** and **Registrar**. In view of their instructional functions, they are given faculty status and shall enjoy the same benefits and privileges as those enjoyed by the academic faculty. They shall render at least forty (40) hours of service a week.

C. Tenure

Upon hiring, a faculty member is considered on a probationary status, for six (6) consecutive semesters or three (3) years. To acquire a regular status, the following requisites must be complied with:

1. Must be on full-time status for three (3) consecutive years;
2. Must have completed the probationary period;
3. A performance rating of Very Satisfactory as evidenced by the results of the evaluation of students, peers and superior;
4. Must have earned a full master's degree;
5. Compliance with school regulations and administrative requirements, but not limited to attendance, punctuality and promptness in the delivery of service and submission of reports;
6. Demonstrated research capability;
7. Active participation and membership in school activities; and

8. Over-all good health attested to by a school physician or testing agency designated by the school.

D. Teaching and Work Load

1. The full-time faculty member shall carry a maximum teaching load of 24 units. In the exigency of the service, a maximum of six (6) units over load maybe allowed. Heads of departments meanwhile shall have a mandated teaching load of six (6) units, and nine (9) for Department Coordinators. In the exigency of the service, they maybe allowed a maximum over load of six (6) units.
2. Part-time faculty members on the other hand, are contracted on a semestral basis to teach the subjects assigned based on the need of the department. They shall carry a teaching load less than 24 units.
3. The normal working hours of teaching/academic personnel shall not exceed eight (8) hours daily work. Otherwise, it shall constitute to over time which needs prior approval from the management.

E. Deloading

Reasons for deloading a Faculty Member:

1. Poor performance
2. Excessive tardiness / absences
3. Insufficient number of teaching loads due to limited subjects offered
4. Non-compliance to school policies
5. Committed minor offense
6. Has not finished master's degree within 3 years probationary period for Full-time Faculty Members.

F. Compensation

Faculty compensation is fixed in accordance with established salary scale observed by the school. Salary schedules are every 5th and 20th day of the month. Payments are pre-computed based on the teaching load and prescribed rate and attendance reflected in the time card/biometric.

Any teaching load in excess of the normal or regular teaching load shall be considered as teaching overload. Overload partakes of the nature of temporary extra assignment and compensation therefore shall be considered as an overload pay which does not form part of the regular or basic pay. Overload is essentially a temporary arrangement resorted to when there is no faculty available to teach the subject / course as part of his/her regular teaching load.

Salary deductions maybe effected on the following:

1. Automatic payroll deductions
 - 1.1 Withholding Tax
 - 1.2 Social Security Systems Premiums
 - 1.3 Pag-ibig Fund Premiums
 - 1.4 PhilHealth Premiums
 - 1.5 Canteen credits upon consent of the Faculty Member
 - 1.6 Other deductions that may later be prescribed by virtue of law, school policy and agreements between the employees and the school.
2. Deductions for unexcused absences, tardiness or undertime.

G. Promotion and Reclassification

Faculty promotions are based on merits and by no means, automatic. Candidates for promotion shall be subjected to a thorough appraisal by the Schools Academic and Evaluation Council based on established policies on promotions and reclassification of positions.

H. Academic Freedom

While faculty members are entitled to freedom in the classroom in discussing and teaching his subject assignment, in no case should discussion be done on personal or controversial issues not related and outside of the lesson and inimical to the mission, vision and core values of Lyceum of Subic Bay . Neither should such rights be used to channel thoughts of students to policies, beliefs and teachings contrary to public morals or violation of the rights of duly constituted authorities.

I. Professional Development

A Faculty Development Program is an integral part of the LSB's Five-Year Institutional Development Plan. Its ultimate objectives are:

1. To enhance the efficiency, effectiveness and productivity of faculty members;
2. Create opportunities for special study, research and other creative activities; and
3. Improve the services of the school delivered through the faculty members.

As part of the Faculty Development Program, soft loans are provided by the school, to allow the members to pursue and finish their master's degree or doctorate, payable through monthly salary deductions without interest. The following policies and guidelines shall be observed by those who avail of the privilege:

1. Fulfillment of the requirements on passing grades, maximum residency for retention/promotion in the degree program enrolled in. Should grantee fail to satisfy any of these requirements. (e.g., failure or withdrawal of or extension beyond the maximum residency requirement, et.), subsequent enrollment for the program shall have to be financed entirely by personal funds.
2. The completion of the course shall be for a maximum period of three (3) years for those enrolled in the master's program and five (5) for those in a doctorate.
3. The maximum study load is six (6) units, except in meritorious cases, subject to the approval of the VPAA.
4. Upon completion of the academic course work, the full-time academic personnel supported by the school are obliged to serve for a period of one year for every year of study.

J. Attendance

1. Faculty members must strictly observe the prescribed office hours and register their attendance in the biometrics machine and writing on the In and Out logbook upon entrance.
2. Any change in the regular schedule due to substitution or otherwise, must be duly authorized by the Department Heads/Coordinators and HR Manager.
3. Punching of Time Card other than one's own is strictly prohibited. Anyone caught doing the act, shall be subject to disciplinary measures as provided for, in the Rules on Discipline (IV-2.3)
4. Leaving the school campus during office hours to attend to either official or personal businesses maybe allowed. Provided that a **Pass SLIP** (for personal reasons) **and Official Business Form** (for official travels outside the school premises) secured from the HR Department is accomplished, stating the purpose, the time out and the time in.
5. Failure to return to the school at time specified in the **PASS SLIP** or **OFFICIAL BUSINESS FORM**, except for very justifiable and valid reasons, shall have

necessary deductions on salary equivalent to the number of hours the faculty failed to return on time.

6. In the case of official business requiring one (1) or more days, a TRAVEL ORDER must be accomplished and filed at the HR Department. Said order must be recommended by the Department Head to the HR Department for notation and final.
7. Absence of one (1) day or more shall require the filing of a duly accomplished Leave of Absence Form with HR Department.
8. Tardiness or Under-time in excess of three (3) hours for two (2) consecutive months, shall be subject to disciplinary action such as, but not limited to a citation through a Memorandum from the HR Department to form part of the 201 files (refer to 2.5 of IV Discipline)

K. Evaluation

There shall be a semestral review of Faculty members' performances. Given the dynamic nature of the various fields of knowledge, practitioners of academic disciplines are challenged to keep abreast with changes and developments within their area of expertise. LSB sees the performance evaluation as a way of supporting faculty members in enhancing their skills and expertise with opportunities for professional growth and development.

Department Heads must at least once a semester, observe classroom teaching and management of faculty members. Feedback peers and students shall also be considered, using the appropriate evaluation instruments devised by the school.

L. Physical and Medical Examinations

An annual physical and medical examination by the school physician is required of all faculty members. In instances of a history of hypertension, heart disease, diabetes and other major illnesses, latest medical results must be submitted to the school physician. Drug test shall also be arranged by the school with a recognized and reputable agency, the cost of which shall be shouldered by the individual faculty member.

M. Separation

Separation from the services of the school maybe effected through the following:

1. Resignation/Voluntary Severance

A faculty member who decides to severe relations with the school of his/her own accord must:

- 1.1 Give the school notice of at least one month before the end of the term or school year, when leave is effective;
- 1.2 Submit a letter of resignation to the Human Resource Department (HRD), so that necessary adjustments can be made with regard to the scheduling of classes and appointment of a replacement;
- 1.3 Secure clearance to free oneself of money or property responsibilities from the school.

2. Abandonment

Any faculty member who leaves or terminates his services with the school anytime without prior notice, shall be considered as having **abandoned his employment and committed breach of contract**. As a consequence, all benefits which he may have earned or credited in his favor shall automatically be forfeited.

3. Suspension/Termination for Cause

Any faculty member maybe separated/terminated or suspended from the service of the school for cause after due process, in accordance with the LSB rules and

regulations, conformable to existing and applicable laws and implementing guidelines specified on Chapter IV (Discipline) of this Manual.

4. Retirement

Forced retirement age of full-time faculty members shall be at sixty-five (65) years old, while Voluntary/early retirement shall be at sixty (60) years old.

On a case to case basis and at the option of the school, retiring faculty member's services maybe extended on a part-time basis. A retirement package from the school in addition to that granted by the Social Security System (SSS), shall be provided, appropriations for such shall be included in the school budget.

II. FACULTY DUTIES AND RESPONSIBILITIES

For Department Heads \ Coordinators

A. General Function

Exercise excellent leadership and supervision over the academic, non-academic and other related activity performances of faculty members and students of the department.

B. Specific Functions /Responsibilities

1. Lead in the formulation and observance of institutional policies and regulation;
2. Adopt curricular programs attuned to the current trends and developments in education and to the practice of the profession;
3. Maintain linkages with relevant industry , academic entities, communities and sectoral organizations;
4. Promote research and scholarly pursuits among the department's faculty members;
5. Oversee the formulation and evaluation of development plans and programs of the department particularly on faculty, curricula, research and extension services;
6. Recommended faculty appointment, promotion, tenure and imposition of disciplinary actions whenever necessary;
7. Prepare and submit faculty loading to the head, Academic Department for consolidation and recommendation for approval by the VPAA;
8. Facilitate faculty academic advisement of student and the evaluation of their progress relative to compliance with the curricular requirements of the course;
9. Assign faculty advisers to student thesis writers;
10. Ensure adherence to establishment standards of instructions;
11. Undertake periodic curricular review in collaboration with faculty members of the department;
12. Determine the student-candidates for honors, awards and recognition in coordination with the department faculty members;
13. Evaluate and adopt appropriate student textbooks and recommend references for library collections;
14. Conduct regular class observations of teachers in the department;
15. Evaluate faculty performance using the prescribed form for submission to the HR department copy furnished, the Academic Department;
16. Facilitate the preparation and submission of course syllabi using the prescribed format, copy furnished the Registrar's Office and Academic Department;
17. Conduct periodic monitoring and evaluation of course syllabi implementation;

18. Ensure the submission and **inputting of grades into the system** by faculty members, and the release thereof to students **not later than ten (10) days** after every major exams;
19. Market the course offered by the Department;
20. Religiously attend and actively participate in all faculty meetings and other school activities;
21. **MUST** continuously upgrade educational qualifications and hone managerial and supervisory skills, by earning a full masterate within a three-year period or less, and if possible a doctorate in the area of specialization; and
22. Do other related jobs as maybe delegated by the school authorities.

For Faculty Members

A. General Function

Impart knowledge, develop skills, institute discipline and inculcate values among students.

B. Specific Functions

1. Exercise utmost professionalism in the conduct of duties and responsibilities;
2. Strictly observe punctuality and proper decorum;
3. Exhibit mastery of the subject matter being taught;
4. Apply appropriate principles and strategies of teaching for quality learning outcomes;
5. Prepare and submit course syllabi for assigned subjects to the Department Head, copy furnished the Office of the Registrar;
6. Administer major examinations as scheduled and strictly implement the “**NO PERMIT- NO EXAMS POLICY**” of the school;
7. Submit grades to the Department Head, copy furnished the Registrar’s Office and **INPUT the same into the SYSTEM, not later than ten (10) days** after the major exams;
8. Release grades to students **on or before the set deadline** after the major exams, using the appropriate forms for the purpose;
9. **MUST** upgrade educational competencies and qualifications by enrolling in graduate studies and earning at least a masters degree in the area of specialization within three (3) years or less or doctorate within five (5) years starting;
10. Religiously attend and actively participate in all faculty meetings and other school activities;
11. Assist in the marketing of courses under the department;
12. In the event of abandonment of duty without valid reasons and prior notice to the school management before the expiry of the contract period stipulated and signed in his/ her Appointment papers, thereby causing disruption of classes in subjects assigned and inconvenience on the part of the school and students, the faculty concerned, shall be meted a penalty by way of a Fine of Ten Thousand Pesos (P10, 000.00). He shall not be granted any favorable recommendation for any job applied for; and
13. Perform other related jobs as maybe delegated by the school authorities.

III. FACULTY RIGHTS, BENEFITS AND PRIVILEGES

A. Rights

1. **Due Process.** Any faculty member who is the subject of complaint, has the right to be notified of the case in writing; have access to the evidence against him; given time to prepare his defense; answer the complaint in writing; defend himself; speedy disposition of the case; informed of the decision in writing; and appeal the decision to the proper authorities.
2. **Service Incentive Leaves (SIL).** A faculty member who has rendered at least of (1) year of service shall be entitled to a yearly incentive leave of five (5) days with pay, while department heads and regular faculty members ten (10) days with pay. The SIL is commutable to its money equivalent, if not exhausted or used at the end of the year. It is however, **not cumulative**.
3. **Maternity Leave**
 - 3.1 A female faculty member with at least six (6) months of aggregate service to the school for the last twelve (12) months, is entitled to maternity leave with full pay for a period of four (4) weeks before delivery and four (4) weeks after normal delivery or miscarriage.
 - 3.2 The maternity leave maybe extended without pay on account of illness medically certified as arising out of pregnancy, delivery or miscarriage.
 - 3.3 Maternity pay shall be paid only for the first four (4) complete deliveries.
4. **Paternity Leave.** Married male employees shall be entitled to a paternity leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse whom he is cohabiting.
5. **Accident Insurance, SSS, Pag-ibig and Phil Health coverage**
6. **Provisions Common to All Types of Leaves**
 - 6.1 Employee's absence from work for three (3) consecutive days without prior notice or application for leave filed at the HR Department, shall be considered ABSENCE WITH OUT OFFICIAL LEAVE (AWOL), and is considered resigned from the college;
 - 6.3 Permanent faculty members granted a leave of absence are assured of retaining their faculty rank, though not necessarily their appointive positions in the school.
 - 6.4 Only approved leaves of absence with pay, maybe counted towards years of service for purposes of promotion, longevity, retirement or service leave.

B. Privileges and Benefits

1. **Tuition Fee Discount.** Full –Time faculty members and their children are entitled to a **50% discount on tuition fees only**. The miscellaneous or other fees shall be paid in full.
2. **Clothing Allowance.** Clothing materials for the four (4) sets of full-time official faculty members. Part-timers may wear the same uniform, but shall shoulder the cost.
3. **Loans.** Soft loans maybe granted a qualified full-time faculty member, for purposes of pursuing further education and on emergency cases brought about by death or serious illness in the family or by natural or man-made calamities such as fire, earthquake, flood

and the like. The amount granted shall be paid in equal monthly installments for a period, as per arrangements made with the management.

4. **13th Month Pay.** All faculty members are entitled to a 13th month pay equivalent to their monthly basic pay without tax and other forms of official salary deductions, granted every December of the current year.
5. **Incentives and Awards.** The school shall provide awards and incentives to faculty members for superior accomplishments, such inventions, researches, book/s written and other similar contributions, resulting to the efficiency and effectiveness of the teaching-learning process.

It shall also grant the same awards of merit for citation earned from prestigious and professional associations, for government and non-government organizations at the regional and international levels, thus bringing honors to lyceum Subic Bay. These maybe granted in the form of:

- 5.1 Plaque/ Certificate Recognition/ Merit;
- 5.2 Productivity Incentive Bonus (PIB);
- 5.3 Preference in promotion and Scholarship grants; and
- 5.4 Monetary or non-monetary material reward

IV. DISCIPLINE

1. No faculty member shall be removed or suspended except for cause and after due process.
2. Services of faculty members may be terminated due to the following:
 - 2.1 Dishonesty, fraud or willful breach of trust reposed on the person by the school, through its duly constituted authorities;
 - 2.2 Oppression or commission of crime against the persons of school officials, students or any component element therein;
 - 2.3 Falsification of daily time record.
 - 2.4 Misconduct which directly affects the integrity of the school;
 - 2.5 Neglect of duty or gross inefficiency and incompetence in the performance in the performance of duties such as but not limited to, habitual and excusable absences and tardiness or willful abandonment;
 - 2.6 Conviction in a crime or commission of a criminal act such as, but not limited to, an attempt on the life of any school official, personnel or student, or upon the property and interest of the school;
 - 2.7 Being notoriously undesirable, engaging in disgraceful or immoral conduct such as but not limited to sexual harassment, drunkenness, illegal drug use/trafficking and grave public scandal.
 - 2.8 Violation of reasonable school rules or willful disobediences of reasonable order of the school authorities in connection with his work.
 - 2.9 Improper or unauthorized solicitation or collection of contributions from students such as selling tickets, materials, insurance, etc.
 - 2.10 Falsification of public documents such as time cards, transcript of records and other official documents.
 - 2.11 Conviction of a crime involving moral turpitude; and
 - 2.12 Other causes as maybe provided for in the CHED/ TESDA Manuals of Regulation and those promulgated by the school and other authorized government agencies.

V. COMPLAINTS AND GRIEVANCE PROCEDURES

1. **GRIEVANCE COMMITTEE.** There shall be a Complaints and Grievance Committee which shall receive, hear and resolve complaints / grievances in order to promote harmony and foster the productivity of faculty members to be composed of the following:

Chairman	-Vice-President for Administration
Co-Chair	-Vice-President for Academic Affairs
Members	-HR Manager -Head of Student Affairs -Guidance Counselor -Department Head where complainant is assign
Secretary	-HR Officer

2. Grievance Procedures/Investigation and Evaluation Proceeding

2.1 **Grievance Defined.** Is any questions by either employer or employee regarding the interpretation or enforcement of college policies.

2.2 **Grievance Procedure Defined.** This refers to the internal rules of procedure establishment by the management which are intended to resolve issues arising from the interpretation, implementation or enforcement of College policies. It further refers to the system of grievance settlement at the administrative/ company level. It usually consists of successive and when extremely necessary at the level of the Human Resources Department.

2.3 **Investigation & Evaluation Proceedings.** These refers to the proceedings afforded to the erring employee so that the College ensures the concerned the right to an administrative rather than judicial process. This **embraces** or **embarks** the **right of any erring employee to the principles of due process.**

3. Nature of Complaint

1. **Personnel Complaining Against Co-personnel**

1.1. A personnel shall present his grievance/complaint against his co personnel in writing stating therein his specific complaint and submit it to human Resources Department. Upon receipt thereof, the HRD shall verify the facts and determine whether or not the complaint is valid.

1.2. When the complaint is valid, a show-cause memorandum shall be issued to the person being complained (respondent) attaching/enclosing the complaint letter of the complainant. In the show-cause memorandum, the immediate superior shall give the respondent reasonable time to answer the complaint.

- 1.3. **INFORMATION CONFRONTATION**

1.3.1. During the informal confrontation, parties shall be allowed to settle their differences without regard to the merits of the case.

1.3.2. Should the parties decides to settle their differences, the HRD shall immediately put the settlement in writing to be signed by the proceedings and copies thereof including shall furnish the College President.

1.3.3. Should the respondent admit his guilt, the record shall be filed to the HRD who shall mete out the corresponding penalty remedial action based on the College rules and conduct and based on the existing

provisions in the labor code and any other laws and regulations pertaining to labor relations taking into consideration the presence of any mitigating circumstances;

- 1.4. **HEARING PROPER.** In the conduct of hearing, the following rule shall apply:
 - 1.4.1. The HRD shall set the date of the administrative hearing immediately with the College Discipline Board composed to the HRD Head, the Students Affairs and Academic Affairs Officers; the Guidance Officers and the Legal Counsel;
 - 1.4.2. Notice of such hearing included in the complaint shall be furnished the respondent.
 - 1.4.3. On the date of the hearing, the complaint shall present his evidence and the witnesses. The respondent shall be allowed to confront the complainant and his respective witnesses affording the former the right to cross-examine.
 - 1.4.4. Postponement of the hearing shall be allowed only once for both parties and only upon meritorious grounds to be determined by the HRD
 - 1.4.5. During the hearing, HRD is allowed to ask relevant questions to clarify some points relevant to the complaint.
 - 1.4.6. Parties shall be given 10 closing minutes in the manner as in the presentation of evidences;
 - 1.4.7. Thereafter, the case shall be deemed deliberated by the HRD for resolution or in extreme cases it's recommendation based on the hearing proper shall be submitted to the College President
2. **Employee Complaining Against College Officials**
 - 2.1. An employee shall present his grievance/complaint against a company official in writing stating therein his specific complaint and submit it to the Human Resources Department (HRD). Upon receipt thereof, the HRD shall verify the facts and determine whether or not the complaint is valid.
 - 2.2. When the complaint is valid, a show-cause memorandum shall be issued to the company official being complained (respondent) by the College President or his representative attaching/enclosing the complaint letter of the complainant, in the show-cause memorandum, the College President via the HRD shall give the respondent reasonable time to answer the complaint.
 - 2.3. **INFORMAL CONFRONTATION**
 - 2.3.1. During the informal confrontation, parties shall be allowed to settle their differences without regard to the merit of the case.
 - 2.3.2. Should the parties decide to settle their differences, the HRD shall immediately put the settlement in writing to be signed by the proceedings and copies thereof including the written settlement of the parties concerned shall furnish all the concerned.
 - 2.3.3. Should the respondent admit his guilt, the record shall be filed to the HRD who shall mete out the corresponding penalty/remedial action based on the College rules and conduct and based on the existing provisions in the labor code and any other laws and regulations pertaining to labor relations taking into consideration the presence of any mitigating circumstances;
 - 2.3.4. If not settlement is reached during the informal confrontation, the HRD shall set an administrative hearing with the College Discipline Board composed of the HRD Head, the Student Affairs and Academic Affairs Officers; the guidance Officer and the Legal Counsel with all pertinent records to be used during the hearing.

- 2.4. **HEARING PROPER.** In the conduct of hearing, the following rule shall apply:
 - 2.4.1. The HRD shall set the date of the administrative hearing immediately;
 - 2.4.2. Notice of such hearing included in the complaint shall be furnished the respondent.
 - 2.4.3. On the date of the hearing, the complainants shall present their evidence and witnesses affording the former the right to cross-examine.
 - 2.4.4. Postponement of the hearing shall be allowed only once for both parties and only upon meritorious grounds to be determined by the immediate supervisor.
 - 2.4.5. During the hearing, the Board is allowed to ask relevant questions to clarify some point relevant to the complaint.
 - 2.4.6. Parties shall be given 10 closing minutes in the manner as in the presentation of evidence;
 - 2.4.7. Thereafter, the case shall be deemed deliberated by the HRD Board for resolution.
3. **Complaint Arising from Employees' Violation of the College Rules of Conduct**
 - 3.1. A show cause memorandum shall be issued to the alleged violator (respondent) following an incident report. In the show-cause memorandum, the HRD shall give the respondent reasonable time to answer the complaint and shall make clear to the erring employee his offense.
 - 3.2. **HEARING PROPER.** In the conduct of hearing, the following rules shall apply:
 - 3.2.1. The HRD shall set the date of the administrative hearing immediately with the College Discipline Board composed of the HRD Head, the student Affairs and Academic Affairs Officers; the Guidance Officer and the Legal Counsel;
 - 3.2.2. Notice of such hearing included in the complaint shall be furnished the respondent.
 - 3.2.3. On the date of the hearing, the respondent shall present the evidence and the witnesses.
 - 3.2.4. Postponement of the hearing, the Board is allowed only once and only upon meritorious grounds to be determined by the board.
 - 3.2.5. During the hearing, the Board is allowed to ask relevant questions to clarify some points relevant to the offense.
 - 3.2.6. The respondent shall be given 10 closing minutes in the manner as in the presentation of evidence;
 - 3.2.7. Thereafter, the case shall be deemed deliberated by the Board for resolution or in extreme cases its recommendation based on the hearing proper shall be submitted to the Human Resources Department.
4. **Appeal**
 1. Any erring employee may appeal the decision of the College shall course through the Human Resources Department within three (3) days from the receipt thereof, after the lapse of three (3), no appeal shall be entertained by HRD and the decision of the College shall be final and executory;
 2. Upon the receipt of the Appeal, the Board through the HRD shall review the decision and evidence presented and thereafter submit its final resolution;
 3. No motion for reconsideration shall be allowed;
 4. Copy of the decision and/or action taken by the Company shall form part of the file 201 jacket of the respondent.

EFFECTIVITY AND RESERVATION CLAUSES

RESERVATION CLAUSE

Lyceum of Subic Bay reserves the right to issue other rules and regulations not heretofore provided and issuance thereof shall form part of this Faculty Manual. Corollary thereto, LSB reserves the right to amend and repeal provision/s of this Manual relative to or existing government rules and regulations.

EFFECTIVITY CLAUSE

This Manual shall take effect upon approval of the LSB Administration.

**APPROVED BY
LYCEUM OF SUBIC BAY ADMINISTRATION**

ALFONSO E. BORDA
College President and CEO

ANNEX A
Academic Policies and Guidelines

ACADEMIC POLICIES AND GUIDELINES FOR ONLINE LEARNING

As Lyceum of Subic Bay, Inc. (LSBI) goes fully Online for the incoming Academic Year 2020-2021, necessary adjustments on the school's Academic Policies and Guidelines have been adopted, to fit itself into the circumstances of Online Learning, to be strictly observed, as follows:

A. LEARNING MANAGEMENT SYSTEM (LMS)

1. All classes shall use the Google Classroom as the Learning Management System (LMS).
2. The lecture videos, activities, references, assignments, and communications, shall be sent to the students through the LMS.
3. Only officially enrolled students are allowed to join and participate in the Google Classroom (group discussions, submission of requirements, taking of examinations and other similar matters).
4. Teachers are required to check whether all students in their classes are in the Class List.

B. CLASS SCHEDULES

1. Students are required to watch the recorded lecture videos of all their subjects.
2. Teachers must be available for student consultations, during their official class schedules.

C. Types of Classes:

1. **Synchronous.** An interaction of students and teachers done in a virtual classroom as per their class schedules. Recitation shall be conducted by the teacher, to check whether students are following their lessons and doing assigned activities. Students may ask questions thereafter, through video conferencing. The primary platform to be used for video conferencing is GOOGLE MEET. But in case of technical problems, teacher may opt to use ZOOM, but the monitoring team must be informed. It is highly discouraged to use other social media platform such as FB Messenger for video conferencing as it does not guarantee security.
2. **Asynchronous.** An activity where students go online to study at their own schedule the lessons given by their teachers. Requirements are done at their own pace, but requirements have to be submitted on or before the deadline set. Communication between the students and their respective teachers shall be through the Messaging Board in their Google Classroom.

D. ATTENDANCE POLICY

1. Please refer to Office of the Student Affairs and Services (OSAS) Policy on Flexible Learning for truancy / attendance policy.
2. Failure to attend the Synchronous Class for a graded recitation for valid reasons, like poor internet connection, the concerned student should inform the teacher and request for compliance requirements, as make-up for his absence.
3. In the event Blended Learning (combination of Online and Face to Face classes) will be adopted later, the school's existing Attendance Policies shall be in effect, for both students and teachers.

ADDENDUM TO ATTENDANCE POLICY EFFECTIVE 2ND SEMESTER AY 2020-2021:

4. Students of some laboratory classes that would require face-to-face activities, as these could not be done virtually or simultaneously with the lecture part, **MUST** be made to attend on a case to case basis as may be required by their respective departments.
5. Teachers without internet connection must come to school to conduct their synchronous classes. In the event, a teacher during a synchronous class experiences an intermittent internet connection, the HR Department Monitoring Team must immediately be informed.

6. For the purpose of monitoring attendance, all faculty members are **required to post updates in their Google classroom regarding their class works / activities, lecture videos and other learning materials, including announcements on the schedule of synchronous classes.**

7. **SALARY DEDUCTION POLICIES FOR ABSENCES INCURRED:**

- Salary deduction for absences on online learning of Faculty Members shall be based on percentage per subject on a weekly basis:

40% - synchronous class

40% - lecture video / lecture materials

20% - class activity

- Computations of salary deductions shall be based on rate/hour/subject for Full-time Faculty members, while rate/ subject / week basis for Part-Timers.

- **Formula:**

Teacher's rate/hr * percentage deduction * no. of subjects * no. of weeks = **total deductions**

- **Sample Cases:**

For Full-time Faculty

Case 1:

teacher A's rate/hr – 62.50

without learning material / lecture video for 1 subject for 1 whole week

Computation:

$P62.50 * 0.40 * 1 * 1 = P25$ **total deduction**

Case 2:

teacher B's rate/hr – 50.00

without synchronous for 1 subject for 1 whole week

Computation:

$P50 * 0.40 * 1 * 1 = P20$ **amount of deduction**

Case 3:

teacher C's rate/day – 87.50

without synchronous for the 1st week, plus without lecture materials for the 2nd week for 1 subject.

Computation:

$P87.50 * 0.40 * 1 * 1 = P35.00$ deduction for synchronous class

$P87.50 * 0.40 * 1 * 1 = P35.00$ deduction for lecture materials

$P280 + P280 = P70$ **total deductions**

Case 4:

teacher D's rate / day is 62.50

without synchronous class for 1 whole week in all of his 7 subjects

Computation:

$P62.50 * 0.40 * 7 * 1 = P175$ **total deductions**

For Part-time Faculty

Case 5:

teacher E's rate/subj./week - P510 (P170/hr * 3 units per week)

without synchronous in one of his subject for 1 whole week

Computation:

$P510 * 0.40 * 1 * 1 = P204$ **total deduction**

Case 6:

teacher F's rate/subj./week - P450

He has 2 subjects per week

Without synchronous for 2 weeks in both of his subjects

Without lecture materials for 1 week in both of his subjects

Without class activity for 1 week in both of his subjects

Computation:

$P450 \times 0.40 \times 2 \times 2 = P720$ for synchronous class
 $P450 \times 0.40 \times 2 \times 1 = P360$ for lecture materials
 $P450 \times 0.20 \times 2 \times 1 = P180$ for class activity
 $P720 + P360 + P180 = \mathbf{P1260}$ total deductions

E. FIRST DAY OF CLASSES

1. Teachers must conduct Synchronous classes via Google Meet on the first day of meeting, to check whether all students are already on board. They shall discuss important concerns such as, house rules, schedules, deadlines, requirements and other similar protocols.
2. Connections between teachers and students on the first day of meeting, shall be done through a shared Student Directory, to be sent through their respective LSB emails. The Directory contains a list of students' personal emails, which can be initially used to invite them to meet their teachers at Google Meet.
3. A few days before the start of classes, teachers shall create a Meeting using the Calendar in their LSB email account. The steps on creating an event in the Google Calendar to invite students to join a Google Meet are available in the Google Basics 101 document.
4. On the first day of meeting with students through the Google Meet teachers shall discuss how to join the Google Classroom created. Students should be advised, that they can only join the Classroom by using the official LSB email account, sent to their personal emails.
5. In the event student cannot attend the class due to poor internet connection they need to message their teacher to ask for instructions.
6. In the event a teacher cannot attend the class due to poor internet connection, they should relay instructions to their students via email or other allowed medium of communication.

F. DECORUM AND ETHICAL STANDARDS

1. For Synchronous classes, both teachers and students should be dressed in proper attires and must be properly groomed.
2. Lectures, discussions/interactions between and among teachers and students, must be conducted in a formal and respectful manner, both in spoken and body languages.
3. As much as possible, students should situate themselves in a place in their homes, with the least noise and interruptions from other members of the household.
4. Participation of any household member, such as coaching, comments/reactions during the conduct of the synchronous class, is strictly prohibited.
5. Measures must be put in place by every teacher, to ensure the INTEGRITY of students' answers to examinations and assignments.
6. Unless expressly permitted by LSB, students are prohibited to copy, reproduce, modify, distribute, display or publish, share in any forms of media or means or transmit all materials, lectures, videos and audios (in part or in whole) being utilized by LSB for its on-line classes. These materials, video, audio lectures are exclusively owned by LSB and for its use only.

G. COMMUNICATION BETWEEN FACULTY AND STUDENTS

1. Communication between the teacher and students shall be done through the following:
 - FB Messenger
 - Text or Call
 - Google Classroom
 - Official school-issued email accounts
2. Note that using FB Messenger for the purpose of class discussion is strictly prohibited as it does not guarantee security compared to LMS.

H. EXAMINATIONS AND CLASS REQUIREMENTS

1. The NO PERMIT/PROMISSORY NOTE policy of the school shall remain the same and in effect.
2. Permits / Promissory Notes shall be accomplished two weeks before the scheduled exams.
3. Payments maybe done through the following:
 - Metrobank
 - Gcash
 - Cebuana
 - ML Kwartia Padala
 - Palawan Express
 - Bank transfer
 - Cashier's Office (there must be a scheduled visit)
4. Deposit Slip or proof of payment must be sent to lyceumsubicbay.acctg@gmail.com for verification.
5. Major exams shall be done online until such time it is allowed to conduct face to face class as announced by the National Government.
6. If major exams shall later be done face to face, it will be scheduled in two weeks. Exams shall be scheduled by department and only 50% of the classroom capacity shall be allowed. Strict observance of the health and safety protocols shall be ensured.
7. Make-up exams maybe granted upon request for valid reasons, as stipulated in the Office of the Student Affairs and Services (OSAS) Policy on Flexible Learning IV-1.
8. Deadline for the submission of assignments for online classes shall be maximum of three (3) days. Please refer to Office of the Student Affairs and Services (OSAS) Policy on Flexible Learning IV-2.

I. FINAL GRADES

Student grades posted on the LMS are not final. Grades need to be posted in the System for these to be final and official. The school's existing policies on revision of grades shall still apply.

J. STUDENTS WITHOUT INTERNET CONNECTION

1. Students without internet connections, may request for a hard or soft copy of the class lectures, activities and subject requirements, at least a week earlier.
2. Request must be coursed through the concerned teacher, who will in turn inform GSD Head, Mr. Dennis Pintucan, through this email **dennislsb8@gmail.com**, containing the list of students, their email addresses and the subject requested.
3. The GSD Head shall then schedule the concerned students for a personal visit in the school, to get the lessons' copy. Students shall be informed of the approved schedule through their official email addresses. Parents / guardians can claim the lessons in behalf of the student.
4. The DOH Health and Safety Protocols, must be strictly observed during the visit.

5. Students may also request for a scheduled visit to the school to access the internet within the campus, or they may use the computer laboratory for those who do not have a desktop or a laptop at home.
6. Communication between teacher and students maybe done through call, text or FB messenger.

K. CURRICULAR REQUIREMENTS

1. The curricula of all program offerings of the school shall remain the same as noted by CHED. However, upon review, necessary adjustments or modifications in the course contents/requirements, design, delivery, pedagogy and assessment mechanism that can be delivered to students through various modalities maybe made, including those for On the Job Training (OJT) and Practicum components.
2. To assist students in managing their studies and maximize learning, course packages shall be provided to include: Course Syllabi, Study Guides, Learning Activities, Learning Resources, Schedule of Lessons, Consultations, Assessment, Monitoring of Student Engagements, Schedule and Mechanics of Submission of requirements, grading system, Feedback Portals and Student Support Systems.
3. Students should have access to Electronic Library and other Open Learning Resources (OER) as reference, including the Britannica Online subscription provided by the LSB Library.
4. Interested students may request for an advance copy of the weekly lessons from their respective teachers.
5. If possible laboratory parts of the subject should be done in November to December 2020, with lecture part done earlier, in view of the community quarantine status of the Freeport Zone.
6. However, whenever possible, laboratory component of the subject may be done online simultaneously with the lecture part as scheduled.
7. Department Heads or any authorized department faculty member may be allowed to join the online class as co-teacher.
8. Department Heads should be provided access to classrooms of their Faculty Members for observation and monitoring.

L. STUDENT DISCIPLINE

Faculty may refer a student who needs counselling services or truancy report through the FB Page of the Student Affairs <https://www.facebook.com/OSALSB>. Students may also request for counselling services through the aforementioned FB Page. The OSAS shall then process the request and schedule a conference with the concerned party/ies.

M. RECALIBRATED POLICIES AND GUIDELINES ON OJT/ PRACTICUM IN THE NEW NORMAL

1. On-the-Job (OJT) / Practicum all activities shall be deferred in the summer of the academic year, with the choice of venues strictly guided by the DOH Health and Safety Protocols.
2. In the case of graduating students who need to complete their OJT/ Practicum requirements before the final exams, this maybe allowed upon approval of the CHEDRO, under stringent observance of the DOH Health and Safety Protocols and scheduled at the most appropriate time.
3. In the choice of establishments/ venues for the OJT/ Practicum activities, prime consideration should be the health and safety of participating students and instructors.

As provided for in the LSB Student Hand book and on the Office of the Student Affairs and Services (OSAS) Policy on Flexible Learning shall remain in force and in effect.



PROPERTY OF LYCEUM OF SUBIC BAY, INC.
LOT 73 CENTRAL BUSINESS DISTRICT SUBIC BAY FREEPORT ZONE
TELEPHONE NO. 047-252-5940
WWW.LSB.EDU.PH